

Payroll Planning Calendar		May 2022 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 2022 Summer Payroll Materials Due	3 Lump Sum Payment Workflow for 5A / 2022 Complete by 12 p.m.	4	5 5A / 2022 1st Batch Prelim Calc & Absence Load	6 5A / 2022 1st Payroll Edit Report Available	7
8	9 <b>Communicate All 5A / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>  Change 5A / 2022 Summer Prepay by 4:30 p.m.	10 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 5A / 2022 by 4 p.m.	11 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 5A / 2022 by 9 a.m.  5A / 2022 * Final Calc * Confirmation Deadline in p.m.  Contact MBS to Change 5A / 2022 Summer Prepay by 12 p.m.	12	13 JEMS Entries (New Jobs or Changes on Positions) for 5B / 2022 Due by 12 p.m.	14
15	16	17 Lump Sum Payment Workflow for 5B / 2022 Complete by 12 p.m.	18	19 5B / 2022 1st Batch Prelim Calc & Absence Load	20 5B / 2022 1st Payroll Edit Report Available	21
22	23 <b>Communicate All 5B / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>  Change 5B / 2022 Summer Prepay by 4:30 p.m.	24 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 5B / 2022 by 4 p.m.	25 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 5B / 2022 by 9 a.m.  5B / 2022 * Final Calc * Confirmation Deadline in p.m.  Contact MBS to Change 5B / 2022 Summer Prepay by 12 p.m.	26	27 JEMS Entries (New Jobs or Changes on Positions) for 6A / 2022 Due by 12 p.m.	28
29	30 Memorial Day L&S HR/Payroll Office Closed	31 Lump Sum Payment Workflow for 6A / 2022 Complete by 12 p.m.	1	2 6A / 2022 1st Batch Prelim Calc & Absence Load	3 6A / 2022 1st Payroll Edit Report Available	4

\*\*\*Deadlines are subject to change\*\*\*

Deliver All Payroll Information to the Appropriate L&S Payroll Representative (<https://kb.wisc.edu/lis/60443>)